



# BlackBerry Wireless Handheld™

## Navigation Quick Tips

Function	Quick Tips
<b>Sending Email and SMS Messages</b>	<p>Press <b>C</b> to compose a new message while in the <i>Messages</i>, <i>Home</i>, and <i>Saved Messages</i> functions.</p> <p>Press <b>SPACE</b> to insert a period when typing text (the letter following the period will be capitalized automatically).</p> <p>Press and hold a letter to capitalize it (you must have Key Rate enabled).</p> <p>When typing a message, type <b>br + SPACE</b> to enter an opening parenthesis. Type <b>rb + SPACE</b> to enter a closing parenthesis.</p> <p>When composing a message, press <b>ld + SPACE</b> to enter the current date. Type <b>lt + SPACE</b> to enter the current time.</p> <p>Press <b>R</b> in an open message or in the <i>Messages</i> screen to reply to the sender.</p> <p>Press <b>L</b> in an open message or in the <i>Messages</i> screen to reply to all participants.</p> <p>Press <b>F</b> in an open message or in the <i>Messages</i> screen to forward the message. The original text is included.</p>
<b>Reading Email and SMS Messages</b>	<p>Press <b>M</b> to open the <i>Messages</i> screen while in the <i>Home</i>, <i>Search Messages</i>, or <i>Saved Messages</i> screen.</p> <p>Open messages quickly by pressing <b>ENTER</b> or by double-clicking the trackwheel.</p> <p>Press <b>ALT</b> while rolling the trackwheel to move up or down a page in the <i>Messages</i> screen.</p> <p>Press <b>ENTER</b> to move down a page in an open message. Press <b>ALT + ENTER</b> to move up a page.</p> <p>Press <b>T</b> to go to the top of a list or open received message. Press <b>B</b> to go to the bottom.</p> <p>Press <b>G</b> to return to the last cursor position in a message if you close the message before reading it.</p> <p>Press <b>N</b> to go to the next date in the <i>Messages</i> screen. Press <b>P</b> to go to the previous date and press <b>U</b> to go the next unread item.</p> <p>Press <b>ALT + I</b> to view all incoming messages in the <i>Messages</i> or <i>Saved Messages</i> screens. Press <b>ALT + O</b> to view all outgoing messages.</p>

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<b>Using the Address Book</b>	<p>Press number keys, without using <b>ALT</b>, to insert numbers in the Phone, Work, Home, Mobile, and Fax fields.</p> <p>Press <b>SPACE</b> to insert the “@” and “.” characters in an Email field.</p> <p>Type the first letters of the name, or the initials separated by a space, to find a specific contact on the Find screen.</p>
<b>Managing Tasks</b>	<p>Type the first letter of a task to locate it on the Find screen.</p>
<b>Using the Calendar</b>	<p>Press <b>D</b> to go to Day view, <b>W</b> to go to Week view, and <b>M</b> to go to Month view.</p> <p>In Day view, press <b>ALT</b> and roll the trackwheel to go to the previous or next day.</p> <p>In Day view, press <b>SPACE</b> to go to the next day and <b>BACKSPACE</b> to go to the previous day.</p> <p>In Month view, press <b>T</b> to go to today’s date, press <b>G</b> to go to a specific date, press <b>N</b> to go to the next month, and <b>P</b> to go to the previous month.</p>
<b>Using the Phone</b>	<p>On the <i>Phone</i> screen, begin typing a phone number. Click the trackwheel to place the call.</p> <p>On the <i>Home</i> screen, press <b>ALT</b> and type a phone number. Click the trackwheel to place the call.</p> <p>Press <b>N</b> to open call notes during a phone call.</p> <p>Press <b>V</b> to display the Change Volume dialog box.</p> <p>Press <b>K</b> to open the Select Address screen.</p> <p>Press <b>S</b> to open the Options screen.</p> <p>Click the trackwheel with your handheld in the holster to answer an incoming call.</p> <p>Roll the trackwheel with your handheld in the holster to change the volume level during a phone call.</p> <p>Click the trackwheel with your handheld in the holster while connected to two calls to swap calls.</p> <p>Press <b>ESC</b> twice with your handheld in the holster to end a phone call.</p>

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<b>Using the Browser</b>	<p>Press <b>B</b> in the <i>Home</i> screen to launch the <i>Browser</i>.</p> <p>Press <b>T</b> to move to the top of a web page. Press <b>B</b> to move to the bottom.</p> <p>Press <b>H</b> to open the Browser's home page.</p> <p>Press <b>G</b> to open the Enter the URL dialog box.</p> <p>Press <b>R</b> to refresh a web page.</p> <p>Press <b>SPACE</b> to scroll through a web page.</p> <p>Press <b>ESC</b> to stop the current web page from loading.</p> <p>Press <b>ESC</b> to return to the previous web page.</p>
<b>Using the MemoPad</b>	<p>Type the first letters of a memo to locate it on the Find screen.</p> <p>Press <b>ENTER</b> to view a memo.</p> <p>Press <b>SPACE</b> to move a page down in an open memo.</p> <p>Press <b>SHIFT + SPACE</b> to move a page up in an open memo.</p>
<b>Using the Calendar</b>	<p>In the <i>Calendar</i> screen, press <b>ALT</b> and roll the trackwheel to scroll vertically.</p>

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